

CITY OF SAINT PAUL REQUEST FOR RESIDENCY POINTS

A resident of the City of Saint Paul may elect to have additional points added to his or her passing score on a non-promotional rank-ordered examination.

Pursuant to the authority granted in Section 12.06 of the Saint Paul City Charter, Section 5D of the Civil Service Rules:

Applicants for original (non-promotional) entry to a position in the classified service of the City of Saint Paul who have been a resident of the City of Saint Paul for at least one (1) year immediately prior to the application deadline for said position shall receive an additional five (5) points on their final examination score for rank-ordered examinations, provided that the applicant must attain a passing grade before the additional five (5) points are added. This section 5D shall have no applicability for employment in Independent School District No. 625.

In order to qualify for residency points in accordance with Civil Service Rule 5D, the Office of Human Resources requires that applicant provide at least three (3) forms of irrefutable evidence to substantiate that at the date of the application deadline of the exam and one year prior to said date, applicant was a resident of the City of Saint Paul.

For the purposes of this request, “**RESIDENCE**” is defined as “that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning.”

The applicant bears the burden to show residence within the City of Saint Paul. The information you provide on this form is subject to verification. Any false or misleading statements will result in immediate disqualification or dismissal if hired.

You are required to complete and submit this form and supporting documentation no later than May 28, 2010. No documentation will be accepted after May 28, 2010. This is your only opportunity to elect to receive the Residency Points for the Firefighter examination. Once this form and documentation is submitted, you may not reverse your decision.

*You must follow all instructions and answer all questions listed on this form. You must provide copies of the items proving you are a resident of the City of Saint Paul as instructed in this form, and you must be prepared to submit any additional documentation as the Human Resources Director may require. The Request for Residency Points will **not** be honored without proof. In the case of insufficient proof, your Request for Residency Points will be rejected.*

Examination Number: **010001**

Position Applied For: **FIREFIGHTER**

Application Deadline: **January 29, 2010**

Name of Applicant: _____
LAST NAME FIRST NAME MI

Social Security Number: _____ - _____ - _____ Phone #: _____

Applicant Address: _____

I, _____, hereby attest that I am a bona fide resident of the
FULL NAME OF APPLICANT
 City of Saint Paul, who as of January 29, 2010, the application deadline of the Firefighter examination, was a
 resident of the City of Saint Paul for at least one (1) year immediately prior to the application deadline for said
 position. I have resided inside the Saint Paul City limits continuously since: _____/_____
Month Year

<p>All submitted copies must clearly show applicant's name, address, and date. You may blacken out information such as account numbers, etc.</p> <p>You must submit a copy of at least <u>two</u> (2) different items from this section.</p> <ul style="list-style-type: none"> ▪ I own property in the City of Saint Paul, and attached is a copy of my most recent mortgage payment receipt. ▪ I rent property in the City of Saint Paul, and attached is a copy of my rental agreement/lease. ▪ I am a registered voter of the City of Saint Paul, and attached is a copy of my voter registration card. ▪ I have an unexpired driver's license that shows my St. Paul address, and attached is a copy. ▪ I own a motor vehicle that is registered in the City of Saint Paul, and attached is a copy of my motor vehicle registration title. ▪ I have a valid government-issued picture ID that shows my St. Paul address, and attached is a copy. ▪ I have attached a copy of a utility bill (gas, electric, etc.), other bill (insurance, credit card, etc.) or other official business mail (bank statements, etc.) received in January, 2010. 	Check box of documentation attached to be considered:
<ul style="list-style-type: none"> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/> 	
<p>You must also submit <u>one</u> (1) copy of the following in order to show residency at least one year prior to the application deadline of January 29, 2010:</p>	
<ul style="list-style-type: none"> ▪ I have attached a copy of a utility bill (gas, electric, etc.), other bill (insurance, credit card, etc.) or other official business mail (bank statements, etc.) received in January, 2009. 	<input checked="" type="checkbox"/> (Required)

If you have any questions concerning acceptable documentation, call us at 651-266-6500, Monday through Friday, 8 a.m. to 4:30 p.m. prior to May 28, 2010.

*This form and at least three supporting items **must be received in our office no later than May 28, 2010** via one of the methods below:*

By Mail or in Person:	By Fax:	By E-Mail:
Office of Human Resources 200 City Hall Annex 25 West Fourth Street St. Paul, Minnesota 55102	651-266-6490	Jobs@stpaul.gov

I hereby certify that ALL statements made by me on this request form are true, complete, and correct; that the address listed above is my residence and that I have lived in St. Paul continuously for at least one year prior to the application deadline. I understand and agree that if I provide false or inaccurate information regarding my residence, I will be subject to immediate disqualification, removal of my name from the Eligible List, or dismissal if employed, and to such other penalties prescribed by law. I hereby request five (5) points be added to my passing score.

 Signature

 Date

For office use only: ☐ Residency Points Granted ☐ Not Granted Date/Initials _____